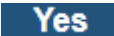

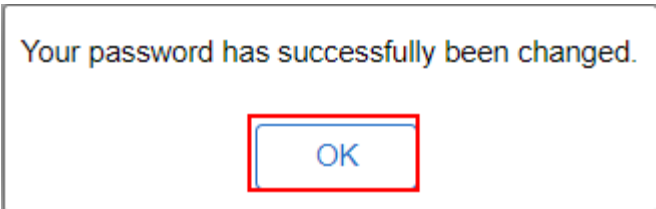



Resetting an Expired Password

Step	Action
1.	The user should log into Teamworks Employee Self Service (ESS) by entering their information into the User ID and Password fields.
2.	<p>Once a user signs in, if a password is set to expire, a page will display giving the user the option to change now or at a later time.</p> <p>Note: If the password has already expired, users will be prompted to change the password immediately.</p> <p>Click Yes.</p> 
3.	<p>Once the user clicks Yes to change the password, the Change Password page displays. The user must now enter the appropriate information into the Current Password, New Password, and Confirm Password fields.</p> <p>For this example, the passwords have been entered for you.</p> <p>Note: Users can change passwords at any time unprompted by navigating directly: Main Menu > Change Password.</p> <p>Click the Change Password button.</p> 
4.	<p>A confirmation page displays informing that the password reset is successful. The new password is available for use.</p> <p>Click the OK button.</p> 
5.	Once the user clicks OK , the page defaults back to the Change Password page.

Step	Action
6.	<p>The user must now click on the Home button located in the top right corner of the page or the three dots located next to the Home button in order to sign out.</p> <p>Click the Home link.</p> 
7.	<p>The user is now taken to the Home page.</p> <p>Click the Sign Out link.</p> 
8.	Click here (https://www.surveymonkey.com/r/25KG2HH) to take a quick survey.
9.	Congratulations! You have successfully completed Resetting an Expired Password! End of Procedure.